



वन आनुवंशिकी एवं वृक्ष प्रजनन संस्थान  
**INSTITUTE OF FOREST GENETICS & TREE BREEDING**

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद  
(INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION)

स्वायत्त निकाय/ An Autonomous Body of

पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार

Ministry of Environment, Forest and Climate Change, Govt. of India

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**File No. CTR-I/2-13/2016/Gr.C**

**Dated: 03.11.2021**

**ORDER**

Sub: Allotment of Duties to Group-C staff- Reg.

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Smt. R. Janaki Devi, Lower Division Clerk is hereby allotted the following subjects to deal in the Facilities & Services Division until further orders.

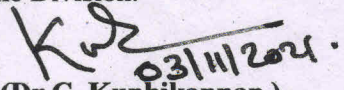
**A) Allotment of Residential Buildings.**

1. Allotment of Quarters/Change of Quarters/Cancellation of Accommodation/ Retention of quarters to all IFGTB employees as per their eligibility.
2. Allotment of quarters to the employees on request received from other offices.
3. Allotment of accommodation to Research Scholars viz.JRF, SRF, TA, FA, etc.
4. Circulation of eligibility of quarters, obtaining requests and preparation of priority list every year during the month of January.
5. Conducting meeting for House Allotment Committee.
6. Allotment of rooms in Vanamalar/Vanavihar/Scientist Hostel in Forest Campus

**B) Facilities & Services**

1. All the correspondence related to Facilities & Services Division viz. Submission of estimates, bills, market survey reports, advance requests, statement of Gen Set, Technical evaluation reports, processing of hired vehicles bills, vehicles repair requests & bills.
2. Correspondence with TNEB, City Corporation Office and other related works.
3. Maintenance of files/registers/Log books of the division.
4. Correspondence related to labour and security services, verification of labour & security bills, ESI, EPF Statements. Maintenance of registers pertaining to the above subjects.

Any other works assigned by the Head and Other Higher Officials in the Division.

  
(Dr C. Kunhikannan )  
Director  
IFGTB-Coimbatore.

**DISTRIBUTION:**

- 1) Smt. R. Janaki Devi, LDC, IFGTB for information and necessary action.
- 2) The GCR/All HoDs/Co-ord(F)/AO/PS/Steno to Director/All Officials for info.thru' e-mail.
- 3) The Accounts Officer/Stores Officer/Procurement Officer, IFGTB, Coimbatore.
- 4) All Section-in-charges, Director's office, IFGTB, Coimbatore.
- 5) Dr A. Rajasekaran, Sci-F with request to upload in the website with Hindi version.
- 6) Guard File/Standing order File/Personal file.